

**TOWN OF ROCKY HILL  
CHARTER REVISION COMMISSION  
MEETING OF MAY 6, 2015**

**I. CALL TO ORDER**

Chairman Jim Tallberg called the Wednesday, May 6, 2015 meeting to order at 6:04 p.m. in the Council Meeting Room of the Rocky Hill Town Hall, 761 Old Main Street, Rocky Hill, Connecticut.

**Present:** Jim Tallberg, Chairman  
Phil Benoit, Vice Chairman  
Rocco Sanzo, Commissioner  
Neil Geldof, Commissioner  
Frank Simboski, Commissioner  
Jeffrey Thomen, Commissioner  
Kevin Clements

**Also:** Eileen Knapp, Recording Secretary

**II. PUBLIC COMMENT**

No one was present to speak.

**III. APPROVAL OF MINUTES**

**A MOTION was made by Vice Chairman Benoit to approve the minutes and action of the April 20, 2015 with changes. Motion was seconded by Commissioner Sanzo. All were in favor, MOTION CARRIED UNANIMOUSLY.**

**IV. RECEIVE COMMENTS FROM ROCKY HILL TOWN STAFF**

At the last meeting the Commission put together a list of questions for Town Staff. Town Manager Guy Scaife responded in an e-mail. Mr. Scaife was present to discuss his comments.

- Brian Addy of the Public Buildings Commission was going to consult with his commission about proposed language to amend **Section 609**. Town Manager Scaife said he will get an answer for the next meeting
- **Section 202** calls for 16 Justices of the Peace for each political party. Is there a need to adjust this number? Town Staff doesn't interact with the Justices, so Town Manager

Scaife said they have no issues with the number of them appointed. The Commission decided to leave the number alone.

- **Section 404 Procedure:** refers to a journal and rules of procedure. There was a question of whether or not the Town Council did in fact keep a journal and have a specific set of rules and procedures. Town Manager Scaife confirmed that they do indeed have these documents and are in the process of updating the rules of procedures. He provided proposed language for this section for the Commission to consider. The changes were really just for clarification of the section and not so much substance changes. The Commission agreed to accept the recommended changes.
- **Section 405 Introduction of Ordinance:** Town Manager Scaife made suggested changes to this section that included posting all ordinances on the Town's website. There was a discussion of whether or not to require this in the Town Charter. The Commission decided to post ordinances as part of their operating procedures, but not to include the language in the Town Charter due to possible legal complications if it was not posted.
- **Section 406 Public Hearings and Passage of Ordinances:** This part was also amended by Town Manager Scaife to include posting on the website. It was agreed to not include that requirement.
- **Section 504 Acting Town Manager:** There are references to an Assistant Town Manager. Rocky Hill doesn't have an assistant Town Manager and the Commission decided to eliminate this reference. They also had a discussion about who would appoint an Acting Town Manager in the Town Manager's absence. Town Manager Scaife proposed language allowing the Town Manager to designate an Acting Town Manager. The Commission decided that the language should be changed from "The Town Manager shall designate..." to read, "The Town Council shall appoint by Resolution..." Also they decided to delete the next sentence.
- **Section 701 Department of Finance:** Town Manager Scaife made changes to this section because there were statements here that were not in line with what is actually occurring. The Department of Finance does not oversee the Tax Collector and Assessor. These are stand-alone departments that report directly to the Town Manager.
- **Section 702 Town Treasurer:** Town Manager Scaife is suggesting new language referencing the CT General Statutes, which the Treasurer must adhere to.

## V. DISCUSSION AND POSSIBLE ACTION ON PROPOSED CHARTER

The Commission continued going through the Charter starting on Page 14.

**Section 601 Town Clerk:** The Commission decided to change the language so that it is the Town Manager who appoints the Town Clerk, not the Town Council. The sentence about removal of the Town Clerk, by the Town Council would be removed as that position would be treated as any other position appointed by the Town Manager.

**Section 602 Town Attorney:** There was a discussion about whether or not to change the number of votes needed to remove the Town Attorney from 6 to 5. The Commission decided to come back to this at the next meeting for further discussion.

**Section 603 Director of Health:** The Central Connecticut Health District submitted suggested language to amend this section, which was accepted by the Commission.

**Section 604 Director of Public Welfare:** The name will be changed to Human Services Director. Chairman Tallberg said he would ask the Town Manager for input in revising this section.

**Section 605 Constables:** This section will be eliminated as the Town does not utilize Constables anymore. Chairman Tallberg said he would check with the Town Manager to see if there are bonds premiums for Constables that need to be addressed.

**Section 609 Public Buildings Commission:** Chairman Tallberg said he spoke with a former member of the PBC, who felt the Charter wasn't the problem, but the lack of adherence to the Charter that was the problem. The Commission is still waiting on feedback from the PBC regarding their specific suggestions for revisions.

**Section 701 Department of Finance:** There was a discussion about eliminating the wording that makes the Tax Collector, Assessor and Purchasing Agents report to the Finance Department because, in reality, these are separate departments reporting to the Town Manager. If eliminated these departments would have separate Sections in the Charter. The Commission agreed to come back to this section at the next meeting for further debate. In the meantime, Jeff said he would find out how other Towns handle these departments.

**Section 702 Town Treasurer:** The Commission agreed to Staff's recommendations to add references to the Connecticut General Statutes.

**Section 703 Department of Public Safety:** Rocky Hill does not have a Public Safety Director. The Police Chief and Fire Chief report directly to the Town Manager. Chairman Tallberg will ask Staff for suggested revisions to this section, including Sections 703-706.

**Section 705 Department of Park and Recreation:** Vice Chairman Benoit said he would like to see a requirement that of the 6 members of the Park and Recreation Board, 2 be senior citizens. Although everyone was in favor of seniors participating on the Board, it was agreed that making it a requirement could cause legal issues. Commissioner Clements suggested taking out the working in this section that makes the Director of Parks & Rec. the Tree Warden as he feels this position should be held by a licensed Arborist. The Commission was in agreement with this suggestion.

**Section 802 Scope of Annual Budget:** Commissioner Sanzo said he would like to see changes to the section that reads, "The Town Manager shall prepare and submit to the Council, as part of the annual budget, a five year capital improvement program, including a clear general summary of its contents, a list of all capital improvements which are proposed to be undertaken during the next five fiscal years with supporting information, costs, estimates, method of financing and recommended time schedule for each capital improvement." He doesn't feel this language has enough "teeth" to address the financing of this 5-year plan. He would be in favoring of changing the language of this section to force the Council to put aside a certain amount of money to go towards the Capital Improvement Plan. The Commission decided to come back to this section at

the next meeting. Commission Sanzo said he would find out how Newington handles their CIP funding.

**Section 803 Departmental Estimates:** There was a request from the Board of Education that they be allowed additional time to submit their budget. The Finance Director was against this, due to time constraints. The Commission had a lengthy discussion about the appropriate deadline for the Board of Ed.'s budget to be submitted. The Commission decided they needed more information on this issue before deciding on changes to this section. If changes are made to the deadline dates for submission of budgets, the rest of the section may be affected and require changes.

Commissioner Sanzo said the line in the Charter that says "Each commission, board, department and office shall be entitled to an opportunity to be heard by the Town manager in respect to its estimates." is not accurate. In reality, these commissions, boards, departments and office present their budgets directly to the Town Council.

**Section 816 Purchasing Procedure:** There was a discussion about increasing the \$4,000 amount for requiring sealed bids for purchases. The Commission decided to increase the amount to \$25,000.

**Section 817 Contracts for Public Works:** There was a discussion about increasing the \$10,000 amount for requiring sealed bids for public works purchases. The Commission decided to increase the amount to \$25,000.

**Section 819 Fees Collected by Town Officers and Employees:** References to Constables and Justices of the Peace paying fees to the Town may need to be eliminated. Chairman Tallberg will check with Staff.

The next meeting date was changed from Monday, May 18, 2015 to Thursday, May 21, 2015.

## **VI. ADJOURNMENT**

**A MOTION was made by Commissioner Sanzo to adjourn the meeting at 8:00 p.m. The motion was seconded by Chairman Geldof. All were in favor, MOTION CARRIED UNANIMOUSLY.**

Respectfully submitted,

Eileen A. Knapp  
Recording Secretary